

**PROPERTY (LAND) INFORMATION**  
**(Survey Plat Required)**

<b>BUSINESS ENTITY (SITE CODE)</b>		<b>ACTION REQUIRED</b>	<input type="checkbox"/> ADD NEW PROPERTY <input type="checkbox"/> UPDATE/CHANGE Existing Property Information <input type="checkbox"/> INACTIVATE/DELETE Property
<b>EFFECTIVE DATE</b> Valid From _____ Valid To _____			
<b>NAME OF PROPERTY</b>		<b>PROPERTY NUMBER FOR THIS SITE</b> (site code/parcel number)	
<b>DEPT / AGENCY</b>	/	<b>FINANCIAL CODING:</b> FUND / FUNDS CENTER	/
<b>PHYSICAL LOCATION OF PROPERTY</b> (Street Address or Nearest Intersection)		<b>MINERALS RIGHTS OWNED?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> MIXED
<b>CITY, STATE, ZIP</b>		<b>CONTACT PERSON / INFO</b>	
<b>PARISH</b>		<b>VALUE OF PROPERTY</b> (at time of acquisition/donation)	
<b>GPS COORDINATES</b> <b>Source</b> <input type="checkbox"/> Hand Held Device <input type="checkbox"/> Survey Plat		<b>TOTAL LAND AREA OF THIS ACQ</b>	ft <sup>2</sup> (        Acres)
<b>PROPERTY DESCRIPTION</b> (as it is to appear in LaGOV)			
<b>ADDITIONAL NOTES:</b> (i.e. Reversionary Clause, Acts of Legislation, Ownership exceptions, etc.)			
<b>RETURN COMPLETED FORM TO:</b>	<a href="#">OFFICE OF STATE LANDS</a> , POST OFFICE BOX 44124, BATON ROUGE, LOUISIANA 70804    (225) 219-9537		

**FOR OSL USE ONLY**

<b>BE/SC</b> _____ <b>Doc. No.</b> _____ <b>Property No.</b> _____ <b>Contract Name</b> _____ <b>Contract No.</b> _____ <b>Vendor BP NO.</b> _____ <b>Vendee BP NO.</b> _____	<b>Set Up By</b> _____ <b>Set Up Date</b> _____ <b>STARS</b> _____ <b>GIS Needs A Copy?</b> Yes or No <b>Pooled Space</b> _____ <b>Rental Space</b> _____ <b>Changed Property</b> _____ <b>AMR Update Created</b> _____
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